



CITY OF LAS VEGAS

CANDIDATE INFORMATION PACKET

**MUNICIPAL OFFICER ELECTION
TUESDAY, MARCH 1, 2022**

Elective Offices to be Filled:

**Councilor (Ward 1) 4-year term
Councilor (Ward 3) 2-year term
Councilor (Ward 4) 4-year term
Municipal Judge 4-year term**

**Casandra Fresquez
City Clerk
cfresquez@lasvegasnm.gov**

**Danielle Sena
Deputy City Clerk
danielles@lasvegasnm.gov**

(505) 454-1401



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

December 1, 2021

Dear Prospective Candidate:

Welcome to the election process for the City of Las Vegas Municipal Officer Election scheduled for March 1, 2022.

I will be happy to assist you in your efforts to run for an elected position. The enclosed candidate packet has been compiled for your convenience. Your packet includes useful information and forms for the elective office that you have chosen to run for. I have also included the new redistricting map that was adopted by Mayor and Council. This map is located on the City's website, www.lasvegasnm.gov where you can zoom in to identify the streets in each ward. I hope this information will make the process easier for you.

REMEMBER—Candidate Filing Day is on TUESDAY, JANUARY 4, 2022, between the hours of 9:00 a.m. and 5:00 p.m. at the City Clerk's office at City Hall.

If you become certified as an official candidate, please be sure to visit the City's website, www.lasvegasnm.gov, to acquaint yourself with the City Council Meeting Agendas, Minutes, City Charter, and Budget etc... Your attendance at Council meetings is welcome at any time. If you have any questions, please contact me or my Deputy Clerk, Danielle Sena by phone at 505-454-1401, ext. 1402 or by email at cfresquez@lasvegasnm.gov. Ms. Sena may be reached at ext. 1403 or by email at danielles@lasvegasnm.gov.

Sincerely,

Casandra Fresquez
City Clerk
City of Las Vegas

TABLE OF CONTENTS

2022 Regular Municipal Election Calendar	2
Declaration of Candidacy Information/When do I file for Office	4
How does the City Clerk certify my candidacy?	4
What other information do I need?	5
Is this a paid position?	5
Can I still run for office if I don't file on January 7 th ?	5
What happens if I change my mind about running for office?.....	6
Certified Candidate Information.....	6
Watchers and Observers.....	7
Absentee Voting	8
Absentee Ballots Application.....	8
Absentee Ballots.....	8
Early Voting	8
Sample Ballots.....	9
Election Results.....	9
Runoff Elections.....	9
Forms and Requirements	9
Declaration of Candidacy.....	10
Written Authorization for Designation	11
Declaration of Intent to be a Write-In Candidate	12
Affidavit of Withdrawal of Candidacy	13
Notice to Municipal Judge Candidates	14
Election Map.....	15

2022 Regular Municipal Election Calendar

12-01-21	Secretary of State issues the Election Proclamation
01-04-22	Candidate Filing Day, between 9:00 a.m. and 5:00 p.m.
01-07-22	Candidate Certification by City Clerk
01-11-22	Withdrawal of Candidacy
01-11-22	Write-In Candidate Filing Day between (9:00 a.m. and 5:00 p.m.
01-14-22	Write-In Candidate Certification by City Clerk
01-18-22	Withdrawal of Write-in Candidacy
02-01-22	Absentee voting begins
02-01-22	Early voting on voting machine begins
02-01-22	Registration books closed by County Clerk
02-01-22	Same Day Voter Registration will be offered during early voting at the City Clerk's Office.
01-25-22	Deadline for candidate to give written notice to the Secretary of State for watchers and observers during Early Voting
02-22-22	Deadline for candidate to give written notice to the Secretary of State for watchers and observers during Election Day
02-25-22	Last day to mail absentee ballots from Clerk's Office
02-26-22	Last day for early voting between 10:00 am and 6:00 pm City Hall (Saturday)
03-1-22	Election Day
Between 3/7/22 And 3/11/22	County Canvassing Board meets to certify the canvass returns
By 3/11/22	Secretary of State issues certificates of election to the winning candidates, unless a top-two runoff election is required for a certain office.

On April 1, 2022 Term of office begins for newly elected candidates.
Candidates shall take the oath of office before entering the
duties of office.

An Organizational meeting of the governing body will take place between
April 1, 2022 and April 15, 2022, should a Run-Off Election occur, the
Organizational meeting will be held thereafter.

Declaration of Candidacy Information

If you are interested in becoming a candidate for Councilor for the City of Las Vegas– Election Day is March 1, 2022. As a potential candidate, there are things you need to know concerning the election process, your rights and responsibilities, and the rights and responsibilities of the City Clerk.

When do I file for office?

January 4, 2022, between the hours of 9:00 AM and 5:00 PM is the only time the city clerk can accept a declaration of candidacy for a candidate.

The official Election Clock is located in the City Clerk's office. All deadlines will be determined using this clock.

All candidates must file the following documents:

1. A Declaration of Candidacy form (page 10); **AND**
2. A Certified copy of the candidate's current affidavit of voter registration on file with the San Miguel County Clerk or the Secretary of State which has been certified by December 1, 2021, this is the day the Secretary of State issues a statewide Election Proclamation for all municipalities holding their elections on March 1, 2022.

The Declaration of Candidacy form is provided with this information packet and must be used for filing (page 10). Only this form will be accepted. Please read through the form and understand the requirements of the information you need to provide. Your signature is required to be notarized. There will be a notary available for your signature in the City Clerk's Office, if you need one.

The Affidavit of voter registration must show the address as a street address, not a post office box. The address on the affidavit and the declaration must be identical. Certifications of voter registration may be obtained from the San Miguel County Clerk or the Secretary of State. You may call the **San Miguel County Office at (505) 425-9331** to request your affidavit.

If you are unable to personally appear on January 4, 2022, an Affidavit Authorizing Filing of Declaration of Candidacy is also available (page 11). This provides an authorized representative to file your Declaration of Candidacy. This form is required to be notarized. You, as the candidate, must sign your Declaration of Candidacy, the representative may not.

When the Declaration of Candidacy is filed in the office of the City Clerk, it becomes a public record.

How does the City Clerk certify my candidacy?

From the information provided on the Declaration of Candidacy form, the City Clerk determines if the individual is a qualified elector, if the individual resides in the district of the municipality, and is registered to vote.

By 5:00 P.M. on January 7, 2022, the City Clerk shall deliver notice to potential candidates regarding their qualification status.

The Secretary of State will determine the Candidate Order on Ballot using a randomization method.

What other information do I need?

Included in this information packet is a complete election calendar of events. If you have any questions on any of the events or any citywide question, call the **City Clerk's Office** at **454-1401 ext. 1402** for Casandra or **ext. 1403** for Danielle and we will find the answer.

You may also email your requests for information to: Casandra Fresquez (cfresquez@lasvegasnm.gov) or Danielle Sena (danielles@lasvegasnm.gov).

Political Ward maps may be accessed on the City of Las Vegas website at lasvegasnm.gov within the City Clerk's web page. A copy has also been provided in your candidate packet. Voter registration lists may be obtained from the San Miguel County Clerk's office at the Court House.

For information about any of the city departments, budget, etc. please contact the City Clerk's office, 454-1401. The City also has a website www.lasvegasnm.gov that may answer some of your questions. Additional information about municipal government and elected officials can be found at the New Mexico Municipal League website www.nmml.org

Is this a paid position?

The yearly compensation for members of the City Council is ten thousand five dollars (\$10,005.00).

Can I still run for office if I don't file on January 4th?

If you decide to run for office after the January 4th filing day, you may still choose to run as a write-in candidate.

January 11, 2022, between the hours of 9:00 AM and 5:00 PM is the only time the city clerk can accept a declaration of candidacy for a write-in candidate.

All candidates must file the following documents:

1. A Declaration of Candidacy form; **AND**
2. A Certified copy of the candidate's current affidavit of voter registration on file with the San Miguel County Clerk or the Secretary of State which has been certified by December 1, 2021, this is the day the Secretary of State issues a statewide Election Proclamation for all municipalities holding their elections on March 1, 2022.

The Write-in Declaration of Candidacy form is provided with this information packet and must be used for filing (page 12). Only this form will be accepted. Please read through the form and understand the requirements of the information you need to provide. Your signature is required

to be notarized. There will be a notary available for your signature in the City Clerk's Office, if you need one.

The Affidavit of voter registration must show the address as a street address, not a post office box. The address on the affidavit and the declaration must match. Certifications of voter registration may be obtained from the San Miguel County Clerk or the Secretary of State. You may call the **San Miguel County Office** at **(505) 425-9331** to request your affidavit.

If you are unable to personally appear on January 11, 2022, an Affidavit Authorizing Filing of Declaration of Candidacy is also available (page 11). This provides an authorized representative to file your Declaration of Candidacy. This form is required to be notarized. You, as the candidate, must sign your Declaration of Candidacy, the representative may not.

When the Declaration of Candidacy is filed in the office of the City Clerk, it becomes a public record.

What happens if I change my mind about running for office?

For candidates that file on January 4, 2022 – the deadline to withdraw the candidacy is **January 11, 2022**. This will remove the candidate's name from the ballot. If you, the candidate withdraws after this date, your name will still appear on the ballot. The form to withdraw the candidacy is on (page 13).

For write-in candidates that file on January 11, 2022 – the deadline to withdraw the candidacy is **January 18, 2022**. The line for write-in will still be on the ballot, but any votes for the write-in will not be counted. The form to withdraw from write-in candidacy is on (page 13).

Certified Candidate Information

1. After the Secretary of State issues the Election Proclamation, it will be posted on the City's Website and published by December 16, 2022. This will notify the public that an election will be occurring and what will be on the ballot.
2. On January 18, 2022, the City Clerk will send a copy of the certified ballots to the printer and the Secretary of State. The candidate's name will appear on the ballot exactly as shown on the voter's registration.
3. January 11, 2022 is the deadline for any candidate to withdraw his/her candidacy by filing an affidavit with the City Clerk. If a candidate withdraws AFTER this date, his/her name will still appear on the ballot.
4. Applications for absentee ballots can be made anytime. Anyone can request the application from the City Clerk's Office. Once the application is received by the City Clerk, it must be verified and accepted before a ballot can be mailed out. The first day that absentee ballots can be mailed is February 1, 2022.
5. The San Miguel County Clerk will close the voter registration books for the Municipal Election at 5:00 PM on February 1, 2022. Contact the County Clerk's Office (505-425-9331) regarding the process to obtain voter registration forms. Same Day Voter Registration will be offered during early voting at the City Clerk's Office.

6. January 18, 2022 is the deadline for a declared write-in candidate to file an affidavit that she/he is no longer a write-in candidate for the position.
7. Election school for all election workers will be held on February 22, 2022 at 5:00 p.m. in the City Council Chambers located at 1700 N. Grand Avenue. As a candidate you will be notified and are welcome to attend.
8. February 26, 2022 at 6:00 PM is the last day for early voting. February 25, 2022 at 5:00 PM is the last day to mail absentee ballots from the Clerk's Office.
9. January 25, 2022 for Early Voting or February 22, 2022 for Election Day is the deadline for candidates to give written notice to the Secretary of State (at least seven (7) days prior to serving during Early Voting or Election Day), if a candidate wishes to have a Watcher or Observer for each polling place.
10. **Election Day is March 1, 2022. Polling places are open between the hours of 7:00 AM and 7:00 PM.** The Presiding Judge and election workers at the polling place have control of the election process during this time. You, as a candidate, and the City Clerk may not interfere in any way with the election process.
11. No campaigning is allowed within **100 feet of the building** where the poll is located. There will be no campaign literature within **100 feet of the building**.
12. After the polls close, candidates or their authorized representatives may be present to observe the vote count at the polling place. All election results will be returned to City Hall after the Election Board has completed their procedures. The election returns will be given to the City Clerk, who will provide **UNOFFICIAL** results from the polling place.
13. **Between March 7, 2022 and March 11, 2022**, County Commission will serve on the Canvassing Board. The date and time will be announced. This is the **OFFICIAL** result of the election.
14. Any information you may need as a candidate should be requested through the City Clerk's office.

Watchers and Observers

If a candidate wishes to have a Watcher or Observer for each polling place, you must give written notice to the Secretary of State at least seven (7) days prior to serving during early voting (January 25 2022 or Election Day (February 22, 2022) and specify the names of the qualified appointees. Appointment of Watchers agreed upon by any three candidates for elective office, one Watcher per polling place. Watchers shall be voters of a precinct located in the county in which they are appointed.

Watchers and Observers shall:

1. Have the right to be present at the polling place.

2. Be permitted to observe that the election is being conducted in accordance with the Election Code.
3. View the precinct voter list to ascertain whether a voter has voted, subject to the same prohibitions and restrictions as are placed upon challengers by the Election Code.
4. View any voter machine being used in the precinct in the same manner that challengers may examine the voting machines.
5. Make written memoranda of any action or omission by any member of the election board.

Watchers and Observers shall not:

1. Perform any duty of a election board member
2. Handle the ballots, signature rosters, absentee voter lists or voting machines
3. Take any part in the tallying or counting of ballots
4. Interfere with the orderly conduct of elections.

Watchers and Observers cannot be:

1. Sheriff/Deputy Sheriff
2. Marshal/Deputy Marshal
3. Municipal/State Police Officer
4. Candidate or Family (Spouse, Parent, Child, Brother or Sister)

Absentee Voting

Absentee Ballot Application

To vote absentee, anyone may request an application for an absentee ballot, by contacting the City Clerk's office **(505)454-1401**. The City Clerk cannot by law automatically send applications to the elderly or disabled.

When a completed application is received in the office of the City Clerk, the voter will be verified on the Voter Register List as a qualified elector of the City. If the application is accepted, the City Clerk will issue an absentee ballot. If the application is rejected, the applicant is notified and the reason for rejection is included.

Absentee Ballots

From **February 1, 2022 through February 25, 2022** – absentee ballots may be mailed to a voter. Voters may also come into City Hall and vote an absentee ballot in person. Voters shall either deliver or mail the absentee ballot to the City Clerk.

The City Clerk shall accept an official ballot in an official outer envelope, delivered in person by the voter, a caregiver to the voter, or a member of the voter's immediate family. ("Immediate family member" means spouse, children, parents, brothers and sisters).

Early Voting

From **February 1, 2022 through February 26, 2022** – early voting ballots may be cast using a voting tabulator machine Image Cast Evolution (ICE) in the City Clerk's office.

NOTE: During the period for absentee and early voting, the area of City Hall where voting takes place, is considered a polling place. There will be no campaigning or campaign literature allowed in this area.

Sample Ballots

Sample ballots will be available in the City Clerk's office on or about January 31, 2022. Sample ballots will be made available in reasonable quantities to all interested persons for distribution to the voters.

Election Results

The City Council Chambers will serve as Election Central on Election Day. All results will be posted as they are brought in from the polling places. Please remember that these results are considered "unofficial" until they are canvassed between March 7 and March 11, 2022.

Runoff Elections

Article VIII, Section 8 of the City of Las Vegas Charter states:

- F. The election of all municipal elective offices shall be by a simple majority, defined as fifty percent (50%) plus one (1), of the votes cast for the particular office in question. The Governing Body shall by ordinance determine the procedure for breaking ties.
- G. In the event that no candidate receives a majority of the votes cast for that office, a subsequent runoff election shall be held between the two candidates receiving the highest number of votes. The subsequent runoff election shall be held within 45 (forty five) days after certification of the results of the election.

Forms and Requirements

Included in this information package are various forms you will need to file during the election process. If you need additional forms, please contact the City Clerk's office.



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

2022 MUNICIPAL OFFICER ELECTION
DECLARATION OF CANDIDACY – STATEMENT OF INTENT

I, _____, being first duly sworn, say that
(candidate's name on certificate of registration)

I am a voter of the county of _____, State of New Mexico. I reside at
_____, and was registered to vote at that place on the
(physical address)
of the proclamation calling this election;

I reside within and am registered to vote in the area to be elected to represent;

I desire to become a candidate for the office of _____ at the
municipal officer election to be held in March of the year this declaration is filed;

I will be eligible and legally qualified to hold this office at the beginning of its term; and

I make the foregoing affidavit under oath, knowing that any false statement herein
constitutes a felony punishable under the criminal laws of New Mexico.

Signature of Declarant

Mailing Address

Residence Address

Email Address

Phone Number

State of: _____

County of: _____

Signed and sworn (or affirmed) before me on the _____ day of _____, 2022,
by _____.

Signature of notarial officer

Title and Rank

My Commission Expires: _____



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

**2022 MUNICIPAL OFFICER ELECTION
WRITTEN AUTHORIZATION FOR DESIGNATION**

I desire to become a candidate for the office of _____ in the municipal officer election to be held on **Tuesday, March 1st, 2022.**

I certify that I am not able to personally deliver my Declaration of Candidacy and all other associated documents to my local municipal clerk's office, as applicable, for filing purposes.

Pursuant to NMSA 1978, § 1-22-7(D), I designate the following individual to act solely on my behalf for the purpose of filing my Declaration of Candidacy and any other associated documents required:

Name of Designee (printed)

Address of Designee

Signed and authorized by:

Candidate Signature

Candidate Name

Mailing Address

Residence Address



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

2022 MUNICIPAL OFFICER ELECTION

DECLARATION OF INTENT TO BE A WRITE-IN CANDIDATE

I, _____, being first duly
(Candidate's name on certificate of registration)
sworn, say that I am a voter of the county of _____, State of New Mexico.
I reside at _____, and was registered to
vote at that place on the date of the proclamation calling this election;
I reside within and am registered to vote in the area to be represented;
I desire to become a candidate for the office of _____ at the
municipal officer election to be held on the date set by law;
I will be eligible and legally qualified to hold this office at the beginning of its term; and
I make the foregoing affidavit under oath, knowing that any false statement herein constitutes a
felony punishable under the criminal laws of New Mexico.

Signature of Declarant

Mailing Address

Residence Address

Email Address

Phone Number

State of: _____

County of: _____

Signed and sworn (or affirmed) before me on the _____ day of _____, 2022,
by _____.

Signature of notarial officer

Title and Rank

My Commission Expires: _____



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

2022 MUNICIPAL OFFICER ELECTION

AFFIDAVIT OF WITHDRAWAL OF CANDIDACY

I, _____, being first duly sworn upon my oath do hereby state for my affidavit that:

I withdraw as a candidate for the office of _____, in the election scheduled for March 1st, 2022; and that I hereby permanently revoke my Declaration of Candidacy filed with my proper filing officer on _____, 2022.

Signature of Candidate

State of: _____

County of: _____

Signed and sworn (or affirmed) before me on the _____ day of _____, 2021, by

_____.

Signature of notarial officer

Title and Rank

My Commission Expires: _____

Received in the office of the Municipal Clerk at _____ A.M./P.M. on the _____ day of _____ 2021.

Proper Filing Officer

Fall-Spring 2021-2022

Dear Candidate for Office of Municipal Judge:

The Administrative Office of the Courts (AOC), in cooperation with the New Mexico Judicial Education Center (JEC) and the New Mexico Municipal League, is responsible for certifying to the Supreme Court that all newly elected municipal court judges have satisfied the educational prerequisites to begin their service on the bench. This letter is to advise you of those requirements should you be elected as municipal judge.

All municipal judges who are elected for the first time (and also including those who: 1) previously have been municipal judges but have not served within the last 4 years, or 2) were appointed and have not yet attended in-person the New Municipal Judges Orientation), **must attend the next available offering of an initial week-long orientation program to qualify for judicial office.**

JEC is responsible for providing the orientation for new municipal judges and has scheduled the orientation in person in Albuquerque (so long as conditions allow in person judicial education programs) as follows:

- **Mon., Dec. 6, through Fri., Dec. 10, 2021 (for those elected/appointed prior to Dec. 6)**
- **Mon., Mar. 14, through Fri., Mar. 18, 2022 (for those elected/appointed after Dec. 6, but before Mar. 14)**

As needed, JEC will pay the costs of this program, including mileage, lodging and per diem, for the week of instruction. **Attendance is mandatory.**

If you win the November or March election, you **must contact Laura Bassein at JEC immediately** after the election at bassein@law.unm.edu to register for the new judge orientation program. You also should contact the New Mexico Municipal League, 1-800-432-2036, to confirm your election and be added to their mailing list.

The following legal provisions apply to municipal judge training:

1. Supreme Court Rule 25-102 requires new municipal court judges to initially qualify for office by attending a judicial qualification training course approved by the AOC. The approved course is the one offered by JEC as described above. This rule also requires new municipal court judges to notify AOC of their initial election or appointment. You may fulfill this obligation by calling AOC at 505-827-4800 in Santa Fe.
2. Supreme Court Rule 25-103 requires all municipal court judges to attend an annual continuing judicial education program. JEC is responsible for providing this program. The next annual Municipal Judges Conference is scheduled for **May 10-12, 2022**, in Ruidoso. The annual education requirement is available at <http://jec.unm.edu/education/training-requirements-in-nm-1>.
3. Supreme Court Rule 25-104 provides that the Supreme Court may suspend or remove any municipal court judge who fails to attend the initial training or meet the continuing education requirement.
4. Section 35-14-1Q of the New Mexico Statutes requires municipal court judges to annually complete a judicial training program and states that no municipal judge "shall receive any salary until he has successfully completed, or been exempted from, the required judicial training program."
5. New municipal judges are also assigned a mentor and will have a follow-up educational program in Albuquerque on **September 8-9, 2022**.
6. These four components (November or March Orientation, May Annual Conference, Mentor, and September Follow-up) constitute the 2021/2022 new municipal judge training program.

As a candidate for judicial office, you must adhere to the campaign and fundraising restrictions found in the Code of Judicial Conduct. Please be aware that the Code of Judicial Conduct applies to incumbents and challengers alike. The Code of Judicial Conduct is available from the New Mexico Compilation Commission (<https://www.nmcompcomm.us/>) as described on the following page.

Sincerely,



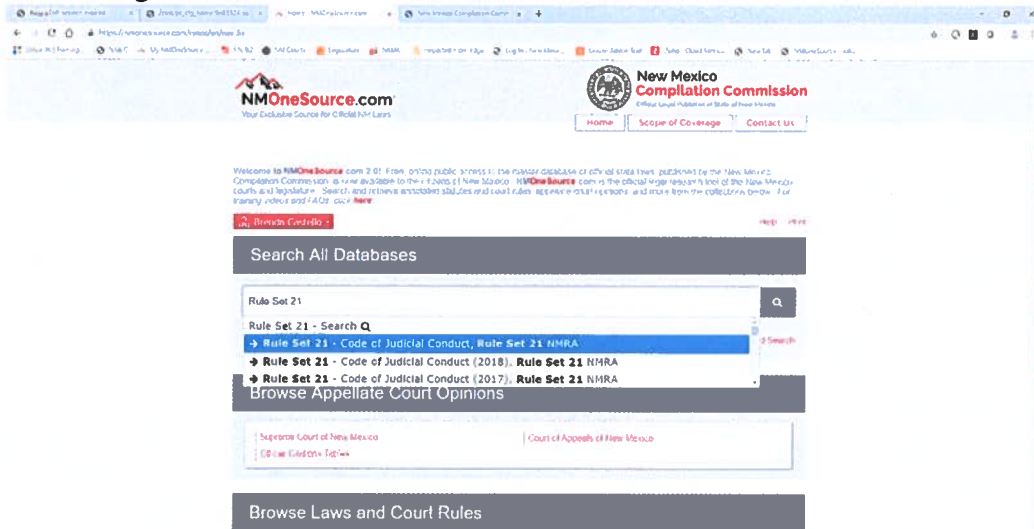
Laura Bassein, New Mexico Judicial Education Center Senior Attorney

Email: bassein@law.unm.edu • Phone: 505-277-1083

New Mexico Code of Judicial Conduct

The Code of Judicial Conduct applies to all municipal judges and all candidates for municipal judge. To locate the Code of Judicial Conduct take the following steps:

1. Go to the NMOneSource website at: <https://nmonesource.com>.
2. Scroll to: "Search All Databases".
3. Type in: "Rule Set 21".
4. Do **NOT** press Enter.
5. Choose the first autosuggestion – highlight it and click.
6. See image below:



7. "Rule Set 21 – Code of Judicial Conduct" will open.
8. Read the entire Code of Judicial Conduct from Rule 21-001 through Rule 21-406.

It is very important for judges and candidates for judicial office to understand the entire Code of Judicial Conduct. Canon 4 (and all associated rules under Canon 4) provides particularly important requirements for election related activity for both sitting judges and candidates for judicial office.

